

# JOB OPPORTUNITY

**Job Opportunity Bulletin:** #06-162

**Final Filing Date:** 05/01/2007 or until filled

Position:	Salary:	Location:
Assoc. Gov't. Program Analyst* <i>Staff Services Analyst</i> <i>Range A</i> <i>Range B</i> <i>Range C</i>	\$4,255 - \$5,172 \$2,724 - \$3,313 \$2,950 - \$3,586 \$3,538 - \$4,300	Office of Statewide Health Planning & Development Facilities Development Division 1600 9 <sup>th</sup> Street, Room 420 Sacramento, CA. 95814

**General Statement:** Under the general direction of the Staff Services Manager I, the incumbent serves as the Division's Recruitment and Training Coordinator participating in program evaluation and planning activities, policy analysis and formulation, and evaluation of recruitment and staff hiring and training issues. Occasional travel required.

## Duties:

- Serve as the Division's Training Coordinator. Independently conduct in-depth analyses of the Division's ongoing training needs and trends by consulting with management. Independently develop the Division's training plan and facilitate establishment of the various training programs to meet the technical training needs of Division staff.
- Serve as the Division's Recruitment Coordinator. Coordinate and act as a task force leader to develop, analyze, and conduct studies to improve recruitment within the Division and its programs. Make recommendations to management regarding potential seminars, workshops, and conferences to attend for outreach purposes. Attend various trade shows, seminars, conferences, and workshops to conduct focused recruitment for the Division's difficult to recruit classifications.
- Serve as the Lead Analyst responsible for the development, implementation and maintenance of the Division's New Employee Orientation Program.
- Assist the Division's Personnel Liaison's with personnel functions.

## Desirable Qualifications:

- Possesses training, recruitment, and/or personnel related work experience.
- Strong analytical and problem solving skills with a demonstrated ability to use good judgment.
- Must possess good organizational and time management skills.
- Ability to present ideas and information effectively both orally and in writing.
- Strong computer skills including working knowledge of Microsoft Office Suite.
- Sound judgment and discretion in communicating with all levels of staff and the public.
- Ability to handle multiple tasks, priorities and deadlines.
- Must be detail oriented, dependable, punctual, and possess good attendance habits.

## Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview. *\*May consider downgrading to Staff Services Analyst for recruitment purposes.*

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division  
Attention: FDD Personnel (**Job #06-162**)  
1600 9<sup>th</sup> Street, Room 420  
Sacramento, CA 95814

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Nikole Freeman at (916) 654-3065.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

